

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Hand Held Radio	
Policy Number: STP 09	Standards/Statutes: ARM 37.27.120.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To provide alternative methods of communication for staff and patients.

POLICY: Hand held radios will be available to provide an adequate means of communication between staff members or patients and staff during emergencies, security checks and while patients are outside the facility unescorted.

PROCEDURE:

I. Hand held radios are available on each floor and are to be used for emergency situations, security checks and when escorting patients outside.

A. Radio is in the transportation/safety office area - this is an open area so the radio is available at all time.

II. At the nurse's station on second floor.

A. Behind the nurse's station on third floor.

III. Patients are required to bring a hand held radio with them when taking unescorted smoke breaks in order to have a means of notifying staff if an accident or emergency occurs while the patients are outside.

A. A senior peer will obtain the hand held radio from the second floor nurse's station.

IV. Upon returning to the floor the senior peer in charge of the radio will return it to a staff member at the second floor nurse's station.

A. The staff member will turn the radio off and replace it in the charging unit.

B. Under normal use the standard charging time for the radio is approximately ten (10) hours. The radios are used the majority of the time during night shift, therefore they will be charged during

G. Read the SP50 User Training Guide for detailed instructions on proper use of the radio and charging of the battery or to answer your specific questions.

Prepared By:	Frank Fitzpatrick	Transportation/Safety Officer	August 16, 2001
	Name	Title	Date
Prepared By:	Marilyn Holm	Support Services Supervisor	August 16, 2001
	Name	Title	Date
Approved By:	David J. Peshek, Administrator		01/01/02